

Assistant Dean of Student Affairs

May 2016

General purpose

Reporting to the Dean of the Yale School of Nursing, administer or oversee all functions of the student experience at the School of Nursing; including Admissions, Registrar, Financial Aid, Student Life, Student Advisement & Development, and Career Services.

Essential duties of position

- In partnership with the assistant dean of diversity and inclusion, develop and implement a comprehensive plan for recruitment, retention, and support for students from diverse backgrounds. Develop programs for current students which support the inclusive environment within the School.
- Advise students and faculty concerning academic policies, degree requirements, and procedures through oral and written communications. Interact with faculty in interpreting and applying academic policy. Use discretion and independent judgment in granting exceptions to selected policies, and when appropriate, recommend modifications to academic policies and procedures to the Deputy Dean.
- Instruct and counsel students, faculty, and staff on registration and enrollment policies, academic difficulties, and accommodations for disabilities. Maintain contact with students on leave.
- Facilitate discussions, initiatives and School activities that enhance student life, development and build community. Coordinate and initiate programs that enhance student academic and professional development, increase retention, and respond to student needs.
- Monitor and advise the activities of student organizations, including supervising and administration of their budgets, fundraising activities, planning for special programs. Ensure compliance with University regulations and ensure continuity from year to year. Coordinate student assignments on committees.
- Develop and implement strategies and plans in cases of student emergencies. Ensure plans are consistent and compliant with other university initiatives.
- Oversee the ongoing evolution, implementation and maintenance of integrated computerized student record systems and technological resource in all functional areas.
- Supervise the Registrar, Financial Aid, Admissions, and Student Life activities to assure a cohesive set of student services and support.
- Manage the Office operations and budget, including staffing and planning. Supervise student affairs staff.
- Plan and execute student orientation and commencement.
- Plan, coordinate, and implement career-related services to students, alumni and employers.
- Develop and maintain relationships with local and national organizations that are potential employers of YSN students and alumni. Create a strategic plan for employer outreach efforts that is coordinated with student recruitment initiatives.
- Establish a recruiting services program for employers to meet their hiring needs for both registered nurses (current students) and advanced practice nurses (graduating students and alumni). Services include job listings, resume referral, and employer presentations.

- Working with colleagues across YSN and Yale, provide individual career counseling and job search advising services to students in order to help them achieve their stated career planning and job search goals. Plan and implement career development programs and events for students as well as educational materials on a variety of career service topics.
- Assist in developing appropriate printed material to market School and office services to prospective employers and recruitment organizations
- Track and maintain employer job information and the career paths of YSN alumni. Produce reports of placement statistics for the School and accrediting agencies.
- Represent YSN at professional conferences and symposia.
- Participate with peers in student life meetings across the University, and with staff in the Provost's Office, Secretary's Office, and Office of General Counsel; collaborate with external regulatory bodies, such as State Nursing Boards and NCLEX.
- Review and provide updated materials for the YSN Bulletin, working closely with the University Bulletin Services' editor and staff.
- Supervise the preparation of surveys and benchmark studies for the school.
- Perform other duties as necessary for the administration.

Experience and training

- Master's degree in a relevant field and five or more years of experience in admissions, registration, student counseling; or an equivalent combination of education and experience.
- Preferred: Experience within a student services office at Yale.

Skills and abilities

- Exemplary interpersonal skills for working within the School, across the university, and with the public.
- Demonstrated leadership and management experience and ability, including coaching skills and managing performance.
- Demonstrated change management skills.
- Ability to work independently as well as collaboratively in a service-oriented environment.
- Excellent organizational and communications skills and attention to detail.
- Ability to meet deadlines, work with minimal supervision, and work with a variety of colleagues to achieve common goals.
- Excellent and relevant computer skills: database design and management, statistical reports, word processing, spreadsheets, and web applications. Ability to identify uses of new technologies to enhance process efficiencies.
- Ability to develop a comprehensive knowledge of computerized student record systems (Banner or other systems as indicated) quickly.
- Preferred: Knowledge of University policies and procedures relevant to student services; knowledge of computer software including Banner, Brio and Excel.